



Office of the TCA - Travel Reimbursement Form

Name: Rita J. Watkins
Travel Dates: January 24-26, 2024

Purpose of Travel: On-Site evaluation

Travel Reimbursement

Expense	Unit Cost	Units	Total
Airfare	\$ 452.40	1	\$ 452.40
Baggage	\$ -	0	\$ -
Ground Transportation (Parking)			\$ -
Ground Transportation (Shuttle)		1	\$ 100.00
Ground Transportation (Mileage)	\$ 0.670	0	\$ -
Lodging	\$ 192.93	2	\$ 385.86
Per Diem (Travel Days)	\$ 86.25	2	\$ 172.50
Per Diem (Full Days)	\$ 115.00	1	\$ 115.00
Other:	\$ -	0	\$ -
Total			\$ 1,225.76

Watkins, Rita

From: United Airlines <Receipts@united.com>
Sent: Saturday, December 16, 2023 5:05 PM
To: Watkins, Rita
Subject: eTicket Itinerary and Receipt for Confirmation O5P35E

CAUTION:The sender of this email is not from SHSU.
Any links or attachments may be dangerous. To report this email as suspicious, forward it to
abuse@shsu.edu.



Sat, Dec 16, 2023

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: [Visit the Travel-Ready Center](#), your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

O5P35E

Flight 1 of 2 UA1192

Class: United Economy (L)

Wed, Jan 24, 2024

10:15 AM

Houston, TX, US (IAH)

Wed, Jan 24, 2024

04:36 PM

San Juan, PR, US (SJU)

Flight 2 of 2 UA1644

Class: United Economy (L)

Fri, Jan 26, 2024

07:50 AM

San Juan, PR, US (SJU)

Fri, Jan 26, 2024

10:55 AM

Houston, TX, US (IAH)

Traveler Details

WATKINS/RITAJANE

eTicket number: **0162349629267**
 Frequent Flyer: **UA-XXXXX226 Premier Gold**

Seats: **IAH-SJU 11D**
SJU-IAH 22F

Purchase Summary

Method of payment: **Master Card ending in 6220**
 Date of purchase: **Sat, Dec 16, 2023**

Airfare: **390.00**
 U.S. Transportation Tax: **42.20**
 September 11th Security Fee: **11.20**
 U.S. Passenger Facility Charge: **9.00**

Total Per Passenger: **452.40 USD**

Total: 452.40 USD

Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/OVALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

MileagePlus Accrual Details

Ritajane Watkins					
Date	Flight	From/To	Award Miles	PQP	PQF
Wed, Jan 24, 2024	1192	Houston, TX, US (IAH) to San Juan, PR, US (SJU)	1560	195	1
Fri, Jan 26, 2024	1644	San Juan, PR, US (SJU) to Houston, TX, US (IAH)	1560	195	1
MileagePlus accrual totals:			3120	390	2

Baggage allowance and charges for this itinerary

Origin and destination for checked baggage	1st bag charge	2nd bag charge	1st bag weight and dimensions	2nd bag weight and dimensions
Wed, Jan 24, 2024 Houston, TX, US (IAH - Intercontinental) to San Juan, PR, US (SJU - Luis Muñoz Marín)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)
Fri, Jan 26, 2024 San Juan, PR, US (SJU - Luis Muñoz Marín)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)

Watkins, Rita

From: Rita Watkins <drritawatkins@gmail.com>
Sent: Monday, January 29, 2024 10:51 AM
To: Watkins, Rita
Subject: Fwd: Transaction Receipt from GROUNDSHUTTLE.COM for \$100.00 (USD)

CAUTION: The sender of this email is not from SHSU.
 Any links or attachments may be dangerous. To report this email as suspicious, forward it to
abuse@shsu.edu.

Sent from my iPhone

Begin forwarded message:

From: Auto-Receipt <noreply@mail.authorize.net>
Date: December 27, 2023 at 1:23:59 PM CST
To: Rita Watkins <drritawatkins@gmail.com>
Subject: Transaction Receipt from GROUNDSHUTTLE.COM for \$100.00 (USD)
Reply-To: Ground Shuttle CS <reservations@groundshuttle.com>

Order Information	
Description:	New Reservation(GS-IAH-0120240124 and IAH-GS-0320240126)
Invoice Number	305302
Customer ID	123110

Billing Information	Shipping Information
Rita Watkins	
4746 Enchanted Oaks Dr.	
College Station, Texas 77845	
United States	
drritawatkins@gmail.com	
979-777-0594	

Total: \$100.00 (USD)

Payment Information	
Date/Time:	27-Dec-2023 13:23:57 CST
Transaction ID:	80197937813
Payment Method:	MasterCard xxxx6220
Transaction Type:	Purchase
Auth Code:	00743P

Merchant Contact Information	
GROUNDSHUTTLE.COM	
College Station, TX 77845	
US	
accounting@groundshuttle.com	

If a reservation is cancelled, your Ground Shuttle account will be credited according to the time of cancellation. Our system does not currently have the ability to refund your credit card account. All credits will expire after one year. Ground Shuttle credits are transferable upon request. Please contact

us if you would like to transfer your credit to another passenger or make a reservation using another passenger's credit. We do require written documentation from credit holder before any balance can be transferred. Credit provided is based on time of cancellation as described below: 1. Canceled between 72 hours or more prior to the Trip - 100% credit voucher 2. Canceled between 72 hours prior to the Trip and 48 hours prior to the Trip - 75% credit voucher 3. Canceled between 48 hours prior to the Trip and 24 hours prior to the Trip - 50% credit voucher 4. Canceled between 24 hours prior to the Trip and 2 hours prior to the Trip - 25% credit voucher 5. Canceled less than 2 hours prior to the Trip or no cancellation - No credit voucher will be provided



Courtyard by Marriott
San Juan - Miramar

801 Ponce de Leon Ave.
San Juan, PR. 00907
T 787.721.7400
F 787.723.0068

Ms Rita Watkins
4746 Enchanted Oaks Dr
College Sta TX 77845
United States

Room: 0807
Room Type: EKNG
No. of Guests: 1
Rate: \$ 160.00 Clerk: 1009
CRS Number 99636299

Marriott Rewards # 595896259

Name:

Arrive: 01-24-24

Time: 05:40 PM

Depart: 01-26-24

Folio Number: 751672

Date	Description	Charges	Credits
01-24-24	Package	160.00	
01-24-24	Destination Fee	17.00	
01-24-24	Government Tax	15.93	
01-25-24	Package	160.00	
01-25-24	Destination Fee	17.00	
01-25-24	Government Tax	15.93	
01-26-24	Master Card / Euro Card		385.86
	Card # XXXXXXXXXXXXXXX6220		
	Balance		0.00 USD

As a Marriott Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.